



# **JOB POSTING**

Interested candidates should send their resume and a writing sample via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## **Outreach Services Specialist Unclaimed Property Division**

The Outreach Specialist will work on behalf of the Office of the Indiana Attorney General to expand the reach of the office and to help coordinate service and outreach to communities across the state. This position reports to the Section Chief of the Unclaimed Property Division.

### **Duties**

- Identify and assist in returning state and local government properties.
- Identify and assist in returning high value individual properties.
- Identify and assist in returning business properties.
- Provide unclaimed property assistance to Indiana legislators' offices and coordinate efforts of Project Reunite with the marketing director and other communications' staff.
- Create weekly outreach lists based upon parameters determined by the director.
- First point of contact for communications team in gathering and providing necessary county/district data in advance of need and/or upon request.
- Record and track data and goal progress.
- Increase level of knowledge exchange with other states.
- Monitor NAUPA community forum more regularly and share/disseminate as needed. Solicit advice from other states on their operations procedures, best practices, and alternative research/locator methods.
- Process reciprocal claims with other states.
- Assist with ID verification needs, business tax ID, and corporate address checks.
- Other projects as assigned—other state comparisons, occasional claims assistance, claims settlement backup.
- Coordinate and participate in various outreach events throughout the year to promote agency services, including festivals and fairs.

## **Qualifications**

- Bachelor's degree from an accredited college or university.
- Strong written and oral communication skills.
- Self starter with exceptional organizational skills to be able to orchestrate outreach events from beginning to end, including planning, marketing and execution.
- Ability to work well as part of a team.
- Proficient in computer skills, including Microsoft Word, Excel and Outlook.
- Willing to travel and work evening and weekend hours as needed.